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Governor (Maga'håga)



JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

October 28, 2021

INVITATION FOR BID

GSA-001-22

OFFICE SPACE LEASE FOR: KUMISION I FINO CHAMORU

AMENDMENT #1

1. Amend to replace page 35 & 36 of 43 with the "Revised 10/28/21" page 35 & 36 of 43 (Attached)

All others remain unchanged.

ANITA T. CRUZ (Acting)
Chief Procurement Officer

Please Print	
ACKNOWLEDGEMENT COPY (Re-fax to GSA)	
Received By:	_____
Date:	_____
Company Name:	_____
Fax to: 475-1727 or 472-4217	
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ITEM NO.	DESCRIPTION	QTY. / UOM	MONTHLY COST	ANNUAL COST
1.0	Office Space Lease (For: Kumision I Fino' Chamoru) as per the following specifications	24 MOS.	\$_____	\$_____

The Kumisión I Fino CHamoru Yan I Fina’ná’guen I Historia Yan I Lina’la’ I Taotao Tåno (Kumisión) is soliciting from qualified individuals or firms for lease of office space to be available in central Guam. Preferred locations are Hagåtña, Anigua, Sinajana, Maite, and Tamuning. Interested bidders are invited to submit a bid that provides benefits and value to the Kumisión and Government of Guam.

The total space being sought is in the **approximate range of 3,500 to 6,500 square feet** for Kumisión operations, with ample room for expansion. The office space to be leased must be turnkey ready, in a single building, and preferably located on one or two floors. Rooms/offices/ areas identified below are preferably adjacent to one another and must fit the Kumisión’s current office furniture, supplies, and equipment. Interested bidders shall submit a floor plan/office layout(s) for Kumisión’s review, to include approximate square feet for the following areas at a minimum:

SPECIFICATIONS:

BIDDING ON / COMPLY

Reception Area.

The reception area must be situated as the point of entry to the office.
This area must be securely partitioned from the remainder of the office.

Recording Studio.

This space must be enclosed and have space for a basic recording studio equipment such as computers; large platform television; and other audiovisual equipment.

Office Space.

Office space for a Minimum of Two and Maximum of six (6) staff. Office space must be able to accommodate furniture including cubicle style furniture; desks; and file cabinets.

Administrative Office.

Office space for administrator and secretary. Space must be enclosed and accommodate up to two people and furniture including: executive desks and cabinets, executive tables and chairs, and bookshelves.

Board Meeting/Conference Room.

This conference room must accommodate a large oval-shape table with 12 executive chairs. This room will serve as the official meeting area for Regular Board and Committee meetings accommodating up to 15 people.

Training/Classroom.

This conference room must accommodate a minimum of 10 nesting tables and seating for 20-30 individuals.

Supply Storage Room.

The supply storage room must accommodate at the minimum the following: (1) three storage shelves, (2) ten 3 to 5 drawer filing cabinets, (3) two supply cabinets, and tables.

Computer/Archive Room.

The computer room must be able to store sensitive files and computer equipment, such as servers, hubs, routers, telephone system, etc. The room must be airconditioned to prevent equipment and resources from overheating. The room must contain adequate electrical wiring to support the equipment, as well as have minimum space for 2-3 file cabinets, tables and chairs, and storage shelves.

<u>SPECIFICATIONS:</u>	<u>BIDDING ON / COMPLY</u>
<u>Kitchen/Break Room.</u> The kitchen/break room must contain a sink with running water, and at the minimum must be able to accommodate for the following: (1) three storage shelves, (2) one refrigerator, (3) one microwave, (4) one water dispenser, (5) trash containers, (6) kitchen-like cabinets to store plates, utensils, cups, etc.; and (7) one table that seats at least 6 individuals.	<hr/>
<u>Parking Stalls:</u> Parking stalls shall accommodate a minimum of fifteen (15) dedicated parking spaces in proximity to the facility. In addition, the building must have ample public parking spaces.	<hr/>
<u>Access:</u> Access to lease premises should be available for Kumisión staff to be able to work in the evening, on weekends, holidays, and any other time.	<hr/>
<u>Electrical Outlets.</u> A minimum of two electrical outlets must be installed in each of the offices/rooms identified.	<hr/>
<u>Phone Jacks and Category 5 (Cat5) Networking Cable with RJ-45 terminations.</u> A minimum of one phone jack and one Cat5 networking cable with RJ-45 terminations must be installed in each of the offices/rooms identified.	<hr/>
A minimum of three Phone jacks and Cat5 networking cable with RJ-45 termination must be installed in Computer/Archive Room	<hr/>
<u>Lighting:</u> Lighting in all rooms must be suitable for an office environment.	<hr/>
<u>Easy Access to Bathroom Facilities.</u> Bathroom facilities shall provide a minimum of two facilities.	<hr/>
<u>Compliance with Laws:</u> All space and access to the building must meet Americans with Disabilities Act (ADA) standards, and with all local codes and regulations (i.e., building, fire, safety, OSHA, etc.) Lease Term.	<hr/>
<u>No Security Deposit:</u> No security deposit shall be required. No last month's rent shall be required in advance upon occupancy.	<hr/>

These specifications were prepared by the staff of the Kumision I Fino' Chamoru and approved by AnnaMarie B. Arceo, Administator, Kumisión I Fino' CHamoru